How to Apply for an NHA Exam as an Individual

If you are uncertain if you are eligible to apply for any of NHA's Nationally Accredited Certification Exam, please refer to NHA's **Candidate Handbook** for details and descriptions

Step 1: Log into your Candidate account at **NHANOW.com**

> Login / Account ▼
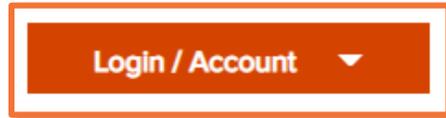
Step 2: Select **Apply for Your Exam** in the middle of the screen OR select the **Apply for Exam** on the left-hand side

> Enroll In Your Course
> Apply For Your Exam
> Find Out If You're Eligible To Test
> Shop For Study Materials
>
> APPLICATIONS
> My Exam Applications
> Apply for Exam
> Exam Results

Step 3: Select the **certification type**
- If you associated to an institution, please stop here and update your organization information

> Choose an exam
> - Certified Billing and Coding Specialist (CBCS)
> - Certified Clinical Medical Assistant (CCMA)
> - Certified Electronic Health Record Specialist (CEHRS)
> - Certified EKG Technician (CET)

Step 4: Notice the green timeline at the top of the screen
- Your application is complete when you reach **Finish**

> Choose an exam — Attestation — Exam section — Application details — Finish

Step 5: Read through the **Attestation** and if applicable, agree to the terms at the bottom of the page

> If you cannot agree to the terms you may not be eligible to sit for the exam without further documentation
>
> Agree   Disagree
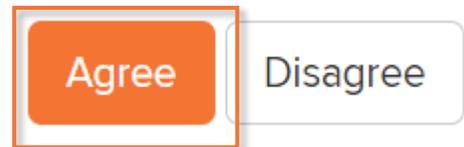
Step 7: Answer **Prerequisite Questions,** then depending on your experience choose:
- Register for Another Exam
- Checkout
- Complete Application

> Prerequisite Questions
>
> Have you completed high school or received a GED?
> ○ Yes
> ○ No
>
> Register for Another Exam   Checkout
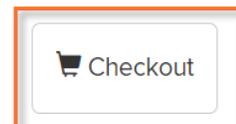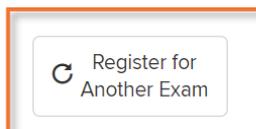
Step 8: On the **Checkout** page, verify your Basic/Billing information

- If you have been provided a payment code, type that in under **Discount Code**
- If you are paying out of pocket press **Continue to Checkout**

Discount code

Continue Checkout

Step 10: Provide your payment and click **Purchase Items**

- When complete, select the option to return to your account
- You will receive an email confirmation with all your details

Purchase Items

Please click here to return to your account dashboard

PSI EXAMS: Follow the steps to now Schedule your PSI Exam

You have an unscheduled application with PSI. Click here to schedule